



2025 Coalition Leadership Institute

**Presented by the Substance Use Disorder
Prevention and Mental Health Promotion Section**

Washington Health Care Authority
Division of Behavioral Health and Recovery

Today's agenda

Welcome and Team Activity

9:00 a.m. – 9:30 a.m.

Isaac Wulff, Prevention System Manager

Ray Horodowicz, Prevention System Manager

Logic Models

9:30 a.m. – 10:15 a.m.

Rachel Ray, Prevention System Project Manager

Break

10:15 a.m. – 10:30 a.m.

Programs & Strategies

10:30 a.m. – 12:00 p.m.

Nathen Osterholm, Technical Assistance and Project Manager

Lunch

12:00 p.m. – 1:00 p.m.

Today's agenda

Cohorts and Campaigns

1:00 p.m. – 2:30 p.m.

Rachel Ray, Prevention System Project Manager

Break

2:30 p.m. – 2:45 p.m.

Cohorts and Campaigns

2:45 p.m. – 3:30 p.m.

Nathen Osterholm, Technical Assistance and Project Manager

Closing Remarks and Minerva 2.0 User Groups

3:30 p.m. – 4:00 p.m.

Kasey Kates, Prevention Supervisor, CPWI and School-Based Services

Optional Q&A with the Minerva Team

4:05 p.m. – 5:00 p.m.

Today's prerequisites

- ▶ An approved **Strategic Plan**
- ▶ An approved **budget**
- ▶ Watched the ***Minerva 2.0 Explained: Access*** video and can successfully log into the system
- ▶ Watched the ***Welcome to Minerva 2.0*** video
- ▶ Completed the **New User Quiz**
- ▶ Attended **at least 80% of a Quarterly New User Training** or **read the Quarterly New User Training transcript**



Meet your Team

Presented by Ray Horodowicz and Isaac Wulff

Washington Health Care Authority

Division of Behavioral Health and Recovery

What's your why

- ▶ Find one or two things in your home or office that is representative of your “Why”.
 - ▶ It could also be something that brings you joy, such as a favorite mug or cup.
- ▶ Bring it back to your desk.
Take a picture of the item(s) if they can't be moved.
- ▶ Can't find an item?
 - ▶ OK to select a virtual object, such as a video, song, website



Team
Scavenger Hunt
(20 minutes)
Share the item that
symbolizes your
“why” in prevention



Biennial Build: Logic Models

Presented by Rachel Ray

Washington Health Care Authority

Division of Behavioral Health and Recovery

What you'll need

- ☑ Approved **Strategic Plan**
- ☑ **Minerva 2.0 User Guide: Plan – Logic Models**
- ☑ **Risk and Protective Factors**
- ☑ **Contributing Factors**

How to build a Logic Model

Minerva 2.0 sub-channel Logic Models

Welcome to the Logic Model sub-channel within the Plan channel of the substance use disorder prevention and mental health promotion online reporting system, or Minerva 2.0! In Minerva 2.0, the Logic Models sub-channel allows you to report your goals and expectations and connect them to your services.

For the best experience, open Minerva 2.0 in a separate window while reviewing this guidance document. This will allow you to view the guidance and follow along in the system in real time.

What is a logic model?

In Minerva 2.0, a logic model is a visual planning tool, much like a roadmap, that shows where your efforts are

Let's build!

- ▶ There are only **four fields**.
- ▶ All four fields are **required**.
- ▶ The answers to the four fields are already outlined in your approved **Strategic Plan under “Logic Models.”**

40 minutes



BREAK



Biennial Build Programs & Strategies

Presented by Nathen Osterholm

Washington Health Care Authority

Division of Behavioral Health and Recovery

What you'll need

- ☑ **Minerva 2.0 User Guide: Plan – Programs & Strategies**
- ☑ **Strategy-specific data entry plans**
- ☑ Approved **Strategic Plan**
- ☑ Approved **budget***

*** For today, you'll only select SABG/SUPTRS**

What you *might* need

- ☑ Program Type Categories
- ☑ CSAP Strategies
- ☑ IOM Categories

How to build Programs & Strategies

Minerva 2.0 sub-channel Programs & Strategies

Welcome to the Programs & Strategies sub-channel within the Plan channel of the substance use disorder prevention and mental health promotion online reporting system, or Minerva 2.0! In Minerva 2.0, the Programs & Strategies sub-channel is where you define the services you plan to deliver.

For the best experience, open Minerva 2.0 in a separate window while reviewing this guidance document. This will allow you to view the guidance and follow along in the system in real time.

What is a program & strategy?

In Minerva 2.0, a program & strategy functions as a workplan. It outlines planned, structured strategies designed

SME Spotlight: Evidence, Adaptations, & Fidelity

- ▶ Use the Athena Forum [Excellence in Prevention Page](#) as your guide.
- ▶ Visit individual program profiles
 - ▶ EBP Designation (referred to in Minerva as “Evidence-based status”)
 - ▶ HCA fund source lists (referred to in Minerva as “List(s) used for determining evidence-based status”)
 - ▶ Versions (if applicable) are noted
- ▶ Tools supporting adaptation decisions coming soon!

Class Action

At a glance

Program or Strategy Type

Direct Service

Intervention Continuum: Universal

Age group(s)



Late Adolescence
(15-18)

Setting(s)



School
Tribal

DBHR Prevention Funding Source(s)



EIP, Cannabis,
Opioid

EBP Designation

- Evidence Based Program (EBP) for EIP
- Evidence Based Program (EBP) for Cannabis
- Evidence Based Program (EBP) for Opioid

Versions with EBP Designations

Counts as EBP if used a booster to the Project Northland curriculum

How to build Programs & Strategies

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How Programs & Strategies are finalized

Minerva 2.0 channel Review

Welcome to the Review channel in the substance use disorder prevention and mental health promotion online reporting system, or Minerva 2.0!

What is the Review channel?

The Review channel in Minerva 2.0 is a required administrative step used to review programs & strategies, cohorts, and campaigns before any reporting can begin or continue. It does not represent a step in the SAMHSA Strategic Prevention Framework, but it is essential to ensure consistency, contract or agreement alignment, and confirms readiness for implementation.

Let's build!

- ▶ There are **twenty-nine (29) possible fields**.
- ▶ Eighteen (18) fields are **required**.
- ▶ The answers to the fields can be found in your approved Strategic Plan and in the **strategy-specific data entry plans**.

1 hour and 15 minutes

LUNCH



See you back at 1:00 p.m.



Biennial Build Cohorts & Campaigns

Presented by Rachel Ray

Washington Health Care Authority

Division of Behavioral Health and Recovery

What you'll need

- ☑ Approved **Strategic Plan**
- ☑ Approved **budget**
- ☑ **Minerva 2.0 User Guide: Plan – Cohorts**
- ☑ **Minerva 2.0 User Guide: Plan – Campaigns**
- ☑ **Strategy-specific data entry plans and fillable templates**

How to *draft* Cohorts

Minerva 2.0 sub-channel Cohorts

Welcome to the Cohorts sub-channel within the Plan channel of the substance use disorder prevention and mental health promotion online reporting system, or Minerva 2.0! In Minerva 2.0, the Cohorts sub-channel tracks recurring, direct services including participant attendance and test/survey submissions.

For the best experience, open Minerva 2.0 in a separate window while reviewing this guidance document. This will allow you to view the guidance and follow along in the system in real time.

What is a cohort?

How to *draft* Campaigns

Minerva 2.0 sub-channel Campaigns

Welcome to the Campaigns sub-channel within the Plan channel of the substance use disorder prevention and mental health promotion online reporting system, or Minerva 2.0! In Minerva 2.0, the Campaigns sub-channel is used to document and organize planned sets of events and activities.

For the best experience, open Minerva 2.0 in a separate window while reviewing this guidance document. This will allow you to view the guidance and follow along in the system in real time.

What is a campaign?

How Cohorts and Campaigns are finalized

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Let's outline!

Data Entry Plan Template Cohort

Congratulations! You are ready to report in the Division of Behavioral Health and Recovery (DBHR) substance use disorder prevention and mental health promotion online reporting system, Minerva 2.0! Before using this support document, make sure you've completed the *Welcome to Minerva 2.0* video and attended a New User Training.

This support document is a **data entry plan template** to successfully outline a cohort alongside **strategy-specific data entry plans** and the *Minerva 2.0 User Guide: Plan – Cohorts*.

→ Outline a Cohort

Name

Description

Data Entry Plan Template Campaign

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This support document is a data entry plan template to successfully outline a cohort alongside **strategy-specific data entry plans** and the *Minerva 2.0 User Guide: Plan – Campaigns*.

→ Outline a Campaign

Name

Description

Let's outline!

- ▶ There are **twenty (20) possible fields for Cohorts** and **twenty-one (21) possible fields for Campaigns**.
- ▶ All twenty (20) fields are **required fields for Cohorts**.
- ▶ The answers to the fields can be found in your approved Strategic Plan and in **a strategy-specific data entry plans**.

2 hours



BREAK

Let's draft!

45 minutes remaining

Minerva 2.0 Technical Support Calls

- ▶ Scheduled 2x a month, every first Wednesday, and last Tuesday
- ▶ Held on Microsoft Teams with no registration required
- ▶ Place to ask questions, receive live assistance, and explore new and new-to-you system features.
- ▶ You can find upcoming calls on The Athena Forum Training Calendar, at <https://theathenaforum.org/training/calendar>
- ▶ Talk to your HCA Prevention Manager about scheduling a separate technical support call with a member of the Minerva Team

Minerva 2.0 eLearning

- ▶ YouTube video and a PDF file of the video transcript
- ▶ Located in Minerva 2.0 under Help on the Training page
- ▶ Cover topics from Outcomes Reports to CPWI Quarterly Reports
- ▶ New videos published quarterly

Outcomes Report



Minerva 2.0 Outcomes Report Video Transcript

Minerva 2.0 User Groups



Interested?
Reach out to your
HCA Prevention
Manager

- ▶ Community of users who come together to:
 - ▶ Discuss challenges and explore solutions
 - ▶ Provide feedback to improve the system
 - ▶ Share best practices
- ▶ One User Group per *Account Type* (CBO, CPWI Coalitions, CPWI SAPs, Tribe/UIO)
- ▶ Quarterly meetings held virtually



Thank you for being here

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Optional Post-Build Q&A

Presented by the Minerva Team

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